

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Equipment Agreement/Receipt

(Check the program)

Customer Name: _____

☐ RT/IL Services

Address: _____

☐ VR Services☐ Other

Loan: From _____ to _____

Social Security No.: _____ - _____ - _____

Telephone: (____) _____ - _____

DESCRIPTION: _____

VENDOR: _____ MODEL #: _____

SERIAL#: _____ WARRANTY: _____ COST:\$ _____ DBVI TAG#: _____
(mo/yr)

I acknowledge receipt of the above equipment and understand that this equipment will remain the property of DBVI as determined by the Commonwealth of Virginia Accounting System. I agree to exercise reasonable care in the use of this equipment. In the event this equipment is stolen or lost, I further agree to report the loss or burglary to the local authorities (Police/Sheriff) and to the Virginia Department for the Visually Handicapped. I agree to return this equipment to DBVI if: 1) I no longer use the equipment in connection with my training or employment; 2) the equipment is no longer of significant benefit to me in coping with my disability/disabilities; or 3) I become ineligible for services for any other reason.

***For Computers:** Additional hardware/software may be installed only with prior knowledge and approval of DBVI - the agency will not be responsible for repair, re-installation or otherwise maintaining the computer in the event unapproved modifications have been made.

Customer's signature (or parent/guardian) / Date_____
Regional Office - DBVI Staff Worker's Signature / Date

INSTRUCTIONS: The Equipment Agreement/Receipt form is completed and signed by the customer and DBVI staff when equipment, regardless of cost, is loaned to the customer and when equipment costing \$500 and more is purchased for the customer. If the equipment is transferred to another customer, a new DBVI-70-019 is to be completed. Enter the tag number only for items over \$500. The form does not need to be typed.

1 - original to customer's case folder

1 - copy given to the customer

1 - copy to regional office record/FAAC coordinator